



# CITY OF GRAPEVINE

## ZONE CHANGE/CONCEPT PLAN APPLICATION

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### **SUMMARY OF ZONE CHANGE/CONCEPT PLAN APPLICATION REQUIREMENTS**

#### **I. APPLICATION REVIEW REQUIREMENTS**

1. Meet with development services staff to review application requirements for your specific development.
2. Application with original/notarized signatures of owner and applicant.
3. Filing fee - \$500.00 for first acre + \$25.00 for each additional acre or portion thereof.
4. Survey and legal description of property on 8 ½ x 11.
5. Five (5) z-folded blueline copies of the Concept Plan, no less than 22" x 34" and scale of no less than 1" to 50'.
6. Signature of both owner and applicant on acknowledgement form (page 5).
7. Verify with the City of Grapevine Public Works Department regarding platting information. Have the attached verification statement signed by Public Works (page 6).

### **APPLICATIONS MUST BE COMPLETE AND MEET ALL GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A ZONE CHANGE REQUEST CAN BE SET FOR PUBLIC HEARING**

Direct questions to Planning & Zoning Staff at (817) 410-3155 - fax (817) 410-3018

#### **Delivery Address**

Development Services  
Planning Division  
200 S. Main Street  
Grapevine, Texas 76051

#### **Correspondence Address**

Development Services  
Planning Division  
P O Box 95104  
Grapevine, Texas 76099

CITY OF GRAPEVINE  
ZONE CHANGE APPLICATION

1. Applicant/Agent Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Email \_\_\_\_\_ Mobile # \_\_\_\_\_
2. Applicant's interest in subject property \_\_\_\_\_  
\_\_\_\_\_
3. Property owner(s) name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
4. Address of subject property \_\_\_\_\_  
Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_  
Size of subject property \_\_\_\_\_ acres \_\_\_\_\_ square foot  
Metes & Bounds must be described on 8 ½ " x 11" sheet
5. Present Zoning Classification \_\_\_\_\_
6. Present Use of Property \_\_\_\_\_
7. Requested Zoning District \_\_\_\_\_
8. The applicant understands the master plan designation and the most restrictive zone that would allow the proposed use is \_\_\_\_\_

9. Minimum/Maximum District size for requested zoning \_\_\_\_\_
10. Describe the proposed use \_\_\_\_\_  
\_\_\_\_\_
11. The Concept Plan submission shall meet the requirements of Section 45, Contents of a Concept Plan, Section 45.C.

***All Zone Change Requests are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.***

***All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.***

***Any changes to a concept plan approved with a zone change request can only be approved by city council through the public hearing process.***

***I have read and understand all of the requirements as set forth by the application for zone change request and acknowledge that all requirements of this application have been met at the time of submittal.***

11. Signature to authorize a zone change request and place a zone change request sign on the subject property.

Applicant (print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Property Owner (print): \_\_\_\_\_

Property Owner signature: \_\_\_\_\_

The State of \_\_\_\_\_

County of \_\_\_\_\_

Before me \_\_\_\_\_ on this day personally appeared  
\_\_\_\_\_ known to me (or proved to me on the oath of  
\_\_\_\_\_ or through \_\_\_\_\_  
(description of identity card or other document) to be the person whose name is  
subscribed to the foregoing instrument and acknowledged to me that he executed the  
same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_,  
A.D. \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Signature

The State of \_\_\_\_\_

County of \_\_\_\_\_

Before me \_\_\_\_\_ on this day personally appeared  
\_\_\_\_\_ known to me (or proved to me on the oath of  
\_\_\_\_\_ or through \_\_\_\_\_  
(description of identity card or other document) to be the person whose name is  
subscribed to the foregoing instrument and acknowledged to me that he executed the  
same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_,  
A.D. \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Signature

### **ACKNOWLEDGEMENT**

***All Zone Change Request are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.***

***All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.***

***Any changes to a concept plan approved with a zone change request can only be approved by city council through the public hearing process.***

***I have read and understand all of the requirements as set forth by the application for zone change request and acknowledge that all requirements of this application have been met at the time of submittal.***

***Signature of Applicant*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Signature of Property Owner*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

## Platting Verification

This Verification Statement Must Be Signed Prior  
To The Submittal of This Zoning Application.

\_\_\_\_\_ It has been determined that the property described below does  
**require platting or replatting** and the applicant has been  
instructed on this procedure.

\_\_\_\_\_ It has been determined that the property described below is  
**currently platted** or **does not require platting or replatting** at this  
time.

Address of subject property \_\_\_\_\_

Legal description of subject property \_\_\_\_\_

\_\_\_\_\_  
Public Works Department

\_\_\_\_\_  
Date

**This Form Must Be Signed By The Public Works Department And Submitted Along  
With A Completed Application To The Planning And Zoning Department.**

## ZONE CHANGE APPLICATION PROCEDURAL TIMETABLE

### APPLICATION DEADLINE

### ZONE CHANGE REVIEW SUBMITTAL

DAYS 1-14

PLANNING STAFF REVIEW

DAY 15

TECHNICAL REVIEW COMMITTEE  
PLANNING DEPARTMENT  
PUBLIC WORKS  
BUILDING INSPECTIONS  
FIRE DEPARTMENT  
POLICE DEPARTMENT  
UTILITY COMPANIES

DAY 23

RETURN NECESSARY REVISIONS TO  
PLANNING DEPARTMENT STAFF TO  
INCLUDE BUT NOT LIMITED TO: 40-  
11X17'S, 2-FULL SIZE SETS, 1-MYLAR SET

DAY 25

NOTICE TO NEWSPAPER

DAY 32

ADJACENT PROPERTY OWNERS; POSTING  
OF SIGNS ON PROPERTY

DAY 39

PACKETS SUBMITTED FOR DISTRIBUTION  
TO CITY COUNCIL AND PLANNING AND  
ZONING COMMISSION

DAY 42

CITY COUNCIL AND PLANNING AND  
ZONING COMMISSION JOINT PUBLIC  
HEARING

PLANNING AND ZONING COMMISSION RECOMMENDATIONS TO CITY COUNCIL  
RESULT IN THE FOLLOWING ACTION

APPROVAL - REQUIRES A COUNCIL MAJORITY VOTE

DENIAL - REQUIRES 3/4 VOTE APPROVAL BY COUNCIL

CONTINUING - SET TO A DATE CERTAIN; FURTHER RESEARCH AND  
INFORMATION REQUIRED

## **SECTION 45.C.**

### **CONTENT OF A CONCEPT PLAN**

A concept plan shall include all of the following information in graphic representation and shall be prepared by a registered architect, registered engineer or registered surveyor.

1. The legal description, or the metes and bounds description, certified by a registered land surveyor; showing the date, scale, north point, property boundary lines, dimensions and easements.
2. Applicant's name and address and their legal interest in the subject property.
3. Owner's name and address, if different from applicant.
4. Zoning classification and present use of the subject property.
5. Land use designation as contained in the Comprehensive Master Plan.
6. Conceptual representation of proposed use.
7. Conceptual representation of vehicular circulation within the subject site.
8. Conceptual representation of points of connection to the public right of way.
9. Computation of proposed number of dwelling units and the total acreage for residential uses. For nonresidential uses compute the approximate square footage of building, by type, or the maximum building square footage allowed in the particular district requirements.
10. Conceptual landscaping and buffer plan according to Section 53, Landscaping.
11. Description of how essential public services, including water, sewer, drainage and solid waste, will be provided.
12. Description of any proposed grading, regrading or fill that is proposed on the subject site.
13. Maximum number of parking spaces required according to Section 56, Off-Street Parking Regulations.
14. Other information the applicant and/or owner might wish to include.
15. The names, addresses and telephone numbers of all professional consultants, if any, advising the applicant with respect to the proposed rezoning.



16. Street address, or common description of the property.
17. A graphic rendering of the existing site conditions, which depicts all significant natural, topographical and physical features of the subject property including contours; location and extent of tree cover; location and extent of water courses, marshes and flood plains on the subject property; and existing drainage patterns.
18. Vicinity map indicating the area in which the property is located.
19. In the bottom right corner title the plan the same as the subdivision being platted and number each sheet in a similar manner (Example: Sheet 1 of 1).
20. Note the assigned case number in the bottom right corner on each sheet.
21. The initial submittal for review purposes shall be on a sheet no less than 22" x 34". The scale shall be no less than 1" = 50'.
22. Include an internal traffic circulation plan on the concept plan.
23. All turning radii - 35 feet minimum per Grapevine Fire Department
24. After comments are received - final documents shall contain 11x17 color renderings of the landscape plan and elevations for presentation purposes only. A PowerPoint presentation may be submitted, please make sure all drawings are compressed prior to providing to the City of Grapevine.

CASE NAME:	
CASE NUMBER:	
LOCATION:	
_____	_____
MAYOR	SECRETARY
DATE: _____	
PLANNING AND ZONING COMMISSION	
_____	
CHAIRMAN	
DATE: _____	
SHEET: _____ OF _____	
APPROVAL DOES NOT AUTHORIZE ANY WORK IN CONFLICT WITH ANY CODES OR ORDINANCES.	
DEPARTMENT OF DEVELOPMENT SERVICES	

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL  
AND FINAL REVISIONS.

NUMBER EACH SHEET AS PER EXAMPLE BELOW:

SHEET 1 OF 4 ;  
SHEET 2 OF 4 ;  
SHEET 3 OF 4 ;  
SHEET 4 OF 4 , ETC.

**2010  
CITY OF GRAPEVINE  
PLANNING & ZONING COMMISSION  
MEETING AGENDA SCHEDULE**

<b>CITY COUNCIL PLANNING &amp; ZONING MEETING DATES *</b>	<b>FILING DEADLINE First Monday of the month</b>
December 15, 2009	November 2, 2009
January 19, 2010	December 7, 2009
February 16, 2010	January 4, 2010
March 16, 2010	February 1, 2010
April 20, 2010	March 1, 2010
May 18, 2010	April 5, 2010
June 15, 2010	May 3, 2010
July 20, 2010	June 7, 2010
August 17, 2010	July 6, 2010
September 21, 2010	August 2, 2010
October 19, 2010	September 7, 2010
November 16, 2010	October 4, 2010
December 21, 2010	November 1, 2010
January 18, 2011	December 6, 2010

**\* These dates are prior to council approval and may change**

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE  
THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES.  
BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION  
MAY BE RESCHEDULED TO A LATER DATE.**